



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 1000.14
MPO
3 May 05

MARINE CORPS ORDER 1000.14

From: Commandant of the Marine Corps
To: Distribution List

Subj: NATIONAL CALL TO SERVICE PROGRAM

Ref: (a) Title 10, United States Code
(b) MCO 1130.53P
(c) DoDI 1215.18 of 17 Jul 02

Encl: (1) Example Selected Reserve Service Obligation Waiver Request
(2) Example Selected Reserve Service Obligation Waiver Reply
(3) Example Transition Order

1. Purpose. This Order establishes Marine Corps policy and procedures for the management of the National Call to Service (NCS) Program.

2. Background

a. Section 510 of reference (a) established the NCS Program. This Program is designed to promote and facilitate military enlistments in support of national service. The NCS Program authorizes the Services to offer short-term Active Component (AC) enlistment options with mandatory follow-on Selected Reserve (SelRes) service.

b. NCS Program participants incur an 8-year Military Service Obligation (MSO). The MSO will consist of 15-months of post entry-level training AC service, 24-months of Reserve Component (RC) service in one of two SelRes categories, and the remainder of the MSO in the Individual Ready Reserve (IRR) or as a member of a National Service Program (NSP). For the purpose of this Order, the SelRes consists of Selected Marine Corps Reserve (SMCR) units and Individual Mobilization Augmentee (IMA) detachments. Reference (b) contains details on service obligations and opportunities.

DISTRIBUTION STATEMENT A: Approved for public release; distribution unlimited.

MCO 1000.14

3 May 05

c. NCS Program participants will be issued incentive payments at the conclusion of their 15-month post entry-level training AC service obligation. Incentive options include: payment of a \$5,000 cash bonus; qualifying student loan repayment of up to \$10,000; a 12-month educational assistance allowance; or, a 36-month educational assistance allowance. Reference (b) contains details on incentive options.

3. Policy. NCS Program Transition Milestones

a. Accession to Entry Level Training

(1) Participants will be notified at the time of enlistment of the military occupational specialties (MOSs) approved for NCS applicants. The NCS Program MOS listing will reflect MOSs needed by both the AC and RC. Per reference (c) and when feasible, an attempt will be made to align initial AC MOS assignments to the requirements of a Reserve unit located within 100 miles of the applicant's home of record at time of enlistment.

(2) Upon enlistment, participants will be assigned an initial expiration of active service (EAS) of 24-months minus one day from the effective date of enlistment. The EAS will be adjusted upon completion of training that awards the primary MOS for which the service member was assigned.

(3) While in recruit training, if the participant is deemed no longer qualified for the NCS Program, the participant will be reclassified as an "open contract" accession.

(4) Upon completion of training, the EAS will be adjusted to reflect 15-months minus one day from the effective date of the assignment of the PMOS. The new EAS will be automatically generated by the Marine Corps Total Force System (MCTFS) based on the PMOS effective date. For example, if the Marine is awarded a PMOS on 15 August 2004, then the new adjusted EAS will reflect 14 November 2005.

(5) Participants who fail initial MOS training but remain qualified for the program will be assigned another MOS within the NCS program.

(6) Participants who fail subsequent MOS training may be assigned an MOS outside the NCS Program MOS listing. In such

cases, NCS participation will be voided, the Marine will be classified "open contract" and he/she will no longer be eligible for program benefits. Additionally, the Marine will no longer be required to fulfill the NCS Program's mandatory SelRes service obligation.

(7) Marines reclassified "open contract" or assigned an MOS outside of the NCS Program must agree to serve an additional 24-months of AC service, increasing the total AC enlistment period to four years. Appropriate contract modifications will be made. Participants will be administratively discharged if they choose not to agree to the extended AC contract. The RE-Code assigned for this discharge will be RE-3C; an SRB entry is required.

b. AC Service Obligation

(1) A MCTFS advisory will be posted to the Diary Feedback Report of the Marine's command 90 days prior to the EAS. This advisory notifies and reminds the command that the Marine, as an NCS Program participant, has transition decisions to make prior to the Marine's EAS and transition to the RC.

(2) The commanding officer will issue a statement of service to those Marines who elect the College Loan Repayment option. This is required in order to submit for college loan repayment and must be issued prior to the EAS date.

(3) Marines who elect to extend on active duty are required to augment to the regular component (Code 11) via MCO 1130.80A as an obligated Reserve Marine. Marines will be eligible to compete for a First Term Alignment Plan (FTAP) boatspace with their piers during the Fiscal Year in which their new EAS occurs. Augmentation to the AC for a period of 24-months will fulfill the SelRes service obligation.

(4) Marines may apply to the AR program while in a SelRes status, or prior to AC EAS if they extended for 24-months. Selection and accession into the AR program is not authorized until the mandatory SelRes service obligation has been met.

(5) Education benefits may be suspended for the period of active duty, as the NCS Program participant will have other education benefits available such as tuition assistance.

MCO 1000.14

3 May 05

(6) Marines are eligible for a SelRes waiver, as per reference (b), if they plan to relocate to a geographic area outside the reasonable commuting distance of 100 miles from the nearest reserve training center (RTC). The Marine must request this waiver using the format in enclosure (1).

(7) When the SelRes waiver is approved, the Marine will be assigned to the IRR and remain a mobilization asset subject to activation. See enclosure (2).

c. AC to RC Transition

(1) For NCS Program Marines to execute the SelRes service option, the Marine must receive a reenlistment code of '1A' by the commanding officer to facilitate incentive payouts. Marines not receiving a reenlistment code of '1A' will be released from active duty at EAS; will be prevented from SelRes Service; and, will forfeit all benefits associated with the program.

(2) Once issued benefits, Marines must complete their specified SelRes service obligation.

(3) Transition orders (TOs) will be issued, in addition to the standard transfer orders, to Marines who execute the SelRes option at the end of their AC service. TOs will be prepared and issued by the Marine's AC command. See enclosure (3) for the TO format.

(4) NCS Program participants will be designated as unsatisfactory participants (UNSATPAT) if they fail to report to the SelRes gaining command by the date directed on the participant's transition orders. Incentive payouts, with the exception of the \$5,000 bonus, will be terminated effective the date the Marine fails to report to the SelRes gaining command. The Marine will be processed for involuntary administrative discharge based on unsatisfactory participation per MCO P1900.16, MARCORSEPMAN. In addition, steps will be taken to recover any monies issued as part of an educational benefit or loan repayment.

d. RC Service Obligation

(1) NCS Program Marines are eligible for a SelRes waiver, as set forth in reference (c), if they relocate to a

geographic area outside the reasonable commuting distance of 100 miles from an RTC after they have begun SelRes affiliation. Waivers will be forwarded up the reserve chain of command to the Commander, Marine Forces Reserve (MARFORRES). AC commanders will send waivers to Reserve Affairs (RA) only when a Marine is leaving active duty at time of EAS and intends to relocate to a geographic area outside the reasonable commuting distance of 100 miles from the RTC. This action will be taken in all cases for Marines transitioning from AC to RC but before they have affiliated with the Marine Corps Reserve.

(2) Marines granted a SelRes waiver will be transferred to the IRR and joined to the reporting unit code of 88814. These Marines will remain a mobilization asset while assigned to the IRR. Their status and records will be monitored and managed by the Marine Corps Mobilization Command (MOBCOM).

(3) Marines who have been granted a waiver, but subsequently move to within 100 miles of a SMCR unit/IMA detachment, will be issued orders by the Commanding General, Marine Corps Mobilization Command (MOBCOM), to report to the appropriate reserve command for duty if there is sufficient time remaining on the Marine's MSO.

(4) CG, MOBCOM, is authorized to waive SelRes service if it is deemed not in the best interest of the Marine Corps or the Marine to require SelRes service based on limited time remaining on a participant's MSO. This is a judgment by the CG, MOBCOM, based on individual circumstances, and is to be generally no less than 12 months.

(5) NCS Program Marines that participate in an officer accession program will retain benefits until such time as they are commissioned. However, benefits will be temporarily suspended while the Marine attends Officer Candidate School (OCS)/Warrant Officer Basic Course (WOBC) and are not in a SelRes status. Benefits will resume during periods of SelRes service occurring between OCS/WOBC and commissioning. This provision will only affect Marines who choose the 12- or 36-month education bonus option.

(6) In the event an NCS Program Marine in a SelRes status is employed by one of the authorized NSPs, the Marine's dual status will not count towards meeting the SelRes service obligation and post-SelRes service obligation.

MCO 1000.14
3 May 05

Example: A Marine leaves active duty at the end of his/her AC service obligation and is employed by AmeriCorps*Vista. The Marine is still required to meet the 24-month SelRes service obligation. The Marine may only count dual status of his/her civilian employment in the NSP authorized organization after his/her SelRes service obligation is met. The Marine will then be assigned to the Standby Reserve as set forth in the references.

4. Program Eligibility. NCS participants must meet program eligibility requirements per reference (b) and maintain their eligibility throughout the term of enlistment to receive the benefits of this program.

5. Action

a. Deputy Commandant for Manpower and Reserve Affairs

(1) Manpower Plans and Policy Division (MPO) will:

(a) Publish and maintain this Order.

(b) Provide guidance to AC commands concerning NCS Program management.

(c) Publish an annual Marine Corps Bulletin (MCBul) announcing NCS Program requirements for the upcoming fiscal year (FY). The MCBul will address the number and type, by MOS, of NCS Program participants to be enlisted that FY. NCS Program participants will not exceed 1% of the total number of non-prior service AC accessions per FY.

(d) Coordinate and establish procedures for NSPS organizations to forward acceptance letters on NCS Program participants. NSP acceptance letters will be submitted to MOBCOM for maintaining records on NCS Program participant's NSP affiliation.

(2) Enlisted Assignments Section (MMEA) will:

(a) Assign an initial MOS to NCS Program participants.

(b) Reclassify NCS Program participants as "open contract" if deemed no longer qualified for the NCS Program while in recruit training.

(c) Provide guidance to entry-level training commands concerning MOS reclassification. Reclassify Marines who fail initial MOS school but remain eligible for the NCS Program by reassigning them a different MOS.

(d) In cases where the Marine fails subsequent NCS MOS training, reassign the Marine to an MOS outside of the NCS Program.

(3) Manpower Management Information System Division (MI) will:

(a) Establish and maintain MCTFS coding requirements to support NCS Program management from accession, AC service, SelRes service, and post-SelRes service.

(b) Provide guidance to AC and RC commands via unit diary advisories at specific decision points in an NCS Program Marine's career path (90-days prior to AC EAS, AC-RC transition, RC-NSP/IRR transition, etc.).

(4) Reserve Affairs Division (RA) will:

(a) Coordinate with MMEA for MOS assignments.

(b) Provide input to MPO concerning SelRes service throughout the lifecycle of the NCS Program.

(c) Provide guidance to Reserve commands/IMA detachments concerning NCS Program management.

(d) Coordinate with MARFORRES, MPO, and Marine Corps Recruiting Command (MCRC) concerning the annual listing of NCS Program MOSs and accession requirements. MOS selections will be based on the operational needs of both the AC and the RC and will be identified not later than 1 June preceding the new FY.

(5) Deputy Commandant for Programs and Resources (DC P&R) will:

MCO 1000.14
3 May 05

(a) Coordinate with the Defense Finance Accounting Service (DFAS) and the Department of Veterans Affairs (DVA) concerning payment of NCS Program incentives.

(b) Publish guidance on NCS Program payment schedules and actions to be taken to affect payments.

b. MCRC will:

(1) Recruit NCS Program participants in accordance with this Order.

(2) Ensure Transitional Recruiters coordinate with and assist AC Career Retention Specialists (CRS) in: interviewing NCS Program Marines to determine SelRes service options, to include SelRes category and SMCR unit/IMA detachment assignment; coordinating with the gaining RC command; and, preparing TOs.

c. Commander, Marine Forces Reserve (COMMARFORRES) will:

(1) Provide input to RA Division concerning NCS Program MOS requirements.

(2) Facilitate transition of NCS Program Marines from SelRes service to NSP affiliation or membership in the IRR once SelRes service obligation has been met.

(3) Process for administrative separation NCS Program Marines assigned an UNSATPAT status while serving as a member of an SMCR unit.

(4) Direct MOBCOM to manage NCS Program participants while in a post-SelRes status until such time as the Marine's MSO has been fulfilled.

(5) Exercise authority to waive SelRes service when it is deemed in the best interest of the Marine Corps. Direct MOBCOM to manage NCS Program participants whose SelRes service has been waived but have time remaining on their MSO.

d. Commanding General, MOBCOM will:

(1) Track Marines whose SelRes service obligation has been waived. Direct Marines to affiliate with an SMCR unit/IMA

detachment if the Marine's geo-location changes and there is sufficient time remaining on the Marine's MSO to meet all or a portion of the SelRes service requirement.

(2) Waive SelRes service in cases where it is deemed not in the best interest of the Marine Corps to require service based on limited time remaining on the Marine's MSO.

(3) Coordinate with appropriate IMA operational sponsor (OpSponsor) to join NCS Program participants who are in a "released from active duty/awaiting join" status.

(4) Process for administrative discharge all IMA NCS Program Marines deemed an UNSATPAT due to failure to join following release from active duty.

(5) Advise NCS Program Marines of post-SelRes service opportunities for those assigned to IMA detachments.

(6) Receive and maintain NSP acceptance letters to document NCS Marine's NSP affiliation.

(7) Assign NCS Program Marines to the Standby Reserve once they have met their SelRes service obligation. Marines in a Standby Reserve status (Active Status List (ASL)) will be assigned to RUC 88811.

(3) Develop a tracking and report method to assist in identification of NCS Program participants approaching the 90-day pre-RC EAS decision point.

e. Commanders at Entry-Level Training Commands will:

(1) Make the following page 11 entry concerning an NCS Program Marine's agreement to accept/decline the additional 24 months of AC service after being reclassified "open contract."

(DATE): I understand that I am not qualified to participate in the National Call to Service Program due to _____ and therefore forfeit any associated program benefits. I am now considered an "open contract" and will be assigned based on the needs of the Marine Corps provided I agree to extend for an additional 24 months of active service for a total active military service obligation of 4 years. Failure to so do will result in me being administratively discharged from the Marine Corps. If I agree to extend for 24 months, I will not longer be required to fulfill the Selected Reserve service obligation. I (do) (do not) elect to extend an additional 24 months of active service.

MCO 1000.14
3 May 05

(2) Make the following page 11 entry concerning the assignment of an MOS within the NCS MOS program, the Marine's retention of program benefits, and the specified SelRes service obligation.

(DATE): I understand that I am being reassigned to an MOS within the National Call to Service Program. If I fail the subsequent MOS school, I will be considered no longer qualified for the NCS Program, forfeit any associated program benefits, and be reassigned to an MOS outside of the NCS Program. In addition, if I am found no longer qualified for the program, I must agree to extend for an additional 24 months of active service for a total active military service obligation of 4 years or I will be administratively discharged.

(3) Make the following page 11 entry concerning the assignment of an MOS outside of the NCS MOS program, the Marine's subsequent ineligibility for program benefits, and the release from SelRes service obligation.

(DATE): I understand that I am not qualified to participate in the National Call to Service Program due to _____ and therefore forfeit any associated program benefits. I will be subsequently reassigned to an MOS outside of the NCS Program provided I agree to extend for an additional 24 months of active service for a total active military service obligation of 4 years. Failure to so do will result in me being administratively discharged from the Marine Corps. If I agree to extend for 24 months, I will no longer be required to fulfill the Selected Reserve service obligation. I (do) (do not) elect to extend an additional 24 months of active service.

(4) It is imperative that entry-level training commands report the Marine's newly assigned primary MOS upon completion of formal school training in a timely manner and on the correct effective date. As indicated in paragraph 3a(4) of this Order, reporting the primary MOS in MCTFS causes the system to automatically generate a new EAS to reflect 15 months minus one day from the effective date of the assignment of the PMOS. Failure to report this entry will result in an incorrect EAS posted to MCTFS.

f. AC Commanders will:

(1) Ensure that NCS Program Marines assigned are issued a statement of service prior to their EAS if the Marine elected the College Loan Repayment option.

(2) Facilitate transition of NCS Program Marines from AC to RC service.

(a) Ensure the CRS interviews NCS Marines 90 days prior to EAS to determine service options in the RC. If the Marine participant chooses to extend their active duty service, ensure the CRS takes the necessary actions to process the additional 24-months of active duty service and make necessary suspension of educational benefit due to availability of other benefits while on active duty.

(b) Ensure CRS coordinates with the local Transitional Recruiting Office (TRO) should a Marine desire to transition to the RC at EAS to meet the SelRes service obligation.

(c) Submit a SelRes waiver request to RA for disposition of relocation outside of reasonable commuting distance (100 miles) of an RTC, per reference (b).

(d) At your discretion, ensure NCS Program Marines receive a reenlistment code of '1A' to facilitate incentive payouts. Ensure the reenlistment code is properly reported on the unit diary.

(e) Ensure that NCS Program Marines are issued TOs as a part of the participant's out-processing from active duty.

g. TROs will:

(1) Identify and track NCS Program Marines approaching EAS under their recruiting jurisdiction.

(2) Coordinate with unit CRS to interview NCS Program Marines.

(3) Discuss SelRes service options to determine in which category the Marine wishes to serve. Also, discuss SMCR unit or IMA detachment availability in the geographic area to which the Marine plans to move and identify the unit/detachment to which the Marine will be directed to report. The priority of SelRes affiliation is SMCR unit followed by IMA detachment. AR program participation can only follow SelRes obligation completion.

(4) Assist AC commands in preparing TOs.

MCO 1000.14
3 May 05

(5) Contact the gaining Reserve unit to inform them of the in-bound Marine, the projected report date, and contact information. Provide the gaining command a copy of the TOs with signed receiving endorsement. Provide inbound roster to COMMARFORRES monthly.

h. RC Commander/IMA Operational Sponsor (OpSponsor) will:

(1) Join NCS Program Marines to the unit after the Marine is in a "released from active duty/awaiting join" status.

(2) Provide an endorsement on SelRes waiver requests to MOBCOM for disposition in the case where the NCS Program Marine relocates outside the reasonable commuting distance after affiliation with the command.

(3) Process for administrative discharge all SelRes NCS Program Marines deemed as UNSATPAT.

(4) Advise NCS Program Marines of continued SelRes service and career opportunities prior to the completion of their 24-month SelRes service obligation.

(5) Advise NCS Program Marines of post-SelRes service opportunities such as the Peace Corps, AmeriCorps, AmeriCorps*Vista, etc., prior to the completion of their 24-month SelRes service obligation.

i. NCS Program Participants will:

(1) Be aware of their EAS.

(2) Be familiar with the incentive options for which they enlisted, to include payout schedules, loan repayment submission, and concurrent eligibility with other incentive programs.

(3) Be familiar with post 15-month AC service career options (AC extension, SelRes service options, reserve unit/detachment locations, etc.).

6. Coordinating Instructions

a. Guidance on disposition instruction for NCS issues not covered by this Order should be requested from CMC (MPO).

MCO 1000.14
3 May 05

b. Recommendations concerning the contents of this Order are invited. Submit recommendations to CMC (MPO) via the appropriate chain of command.

7. Reserve Applicability. This Order is applicable to the Marine Corps Total Force.



W. L. NYLAND
Assistant Commandant of the
Marine Corps

DISTRIBUTION: PCN 10200010800

Copy to: 7000260, 093/8145005 (2)
7000099, 144/8145001 (1)

MCO 1000.14
3 May 05

Example Selected Reserve Service Obligation Waiver Request

Unit Letterhead

SSIC
Code

From: B. A. Marine XXX XX XXXX/XXXX USMCR
To: Commanding General, Mobilization Command
Via: Appropriate Chain of Command

Subj: REQUEST FOR WAIVER OF NCS SELECTED RESERVE SERVICE
OBLIGATION

Ref: (a) MCO 1000.14

Encl: (1) Proof of residency

1. Per the reference, I request to be transferred to the Individual Ready Reserve upon completion of my active duty service requirement.

2. The purpose of my request is that I will not be residing within 100 miles of a Selected Marine Corps Reserve (SMCR) unit or Individual Mobilization Augmentee (IMA) Detachment when I leave the active component Marine Corps at my end of active service (EAS).

3. My address will be:

123 Any Street
Hometown, USA 12345

4. I understand that I must inform the Commanding General, Marine Corps Mobilization Command, 15303 Andrews Road, Kansas City, MO 64147, upon establishing residency within the prescribed 100-mile radius of a Reserve Training Center or IMA Detachment. I will then be issued orders to fulfill my selected reserve service obligation in the Marine Corps Reserve.

B. A. MARINE

ENCLOSURE (1)

MCO 1000.14
3 May 05

Example Selected Reserve Service Obligation Waiver Reply

COMMAND LETTER HEAD

SSIC
Code

From: Commander, Marine Corps Mobilization Command
To: Corporal Brian P. Bledsoe XXX XX XXXX/1371 USMC

Subj: REQUEST FOR TRANSFER TO THE INDIVIDUAL READY RESERVE
(IRR) IN THE CASE OF CORPORAL BRIAN P. BLEDSOE XXX XX
XXXX/1371 USMC; A NATIONAL CALL TO SERVICE (NCS)
PROGRAM PARTICIPANT

Ref: (a) Cpl Bledsoe's ltr of 11 Jan 04
(b) MCO 1000.14
(c) MCO P1001R.1J
(d) MCO P1080.40
(e) MCO P1070.12J

1. Per reference (a), you requested to transfer to the IRR vice fulfilling your Selected Reserve (SelRes) service obligation as stipulated in reference (b). Your reason for this request is that there is no Selected Marine Corps Reserve (SMCR) unit and/or Individual Mobilization Augmentee (IMA) Detachment billet within a 100-mile commute of your intended residence.

2. Your waiver is (approved/disapproved) for the duration of your enlistment contract. You will be transferred to the IRR.

3. For waiver approval, your Commanding Officer will take the following administrative actions:

a. Transfer Corporal Bledsoe to the IRR per references (b) and (c). Prior to reporting the transfer on the unit diary, ensure that MGIB-R code "N" has posted in the system. If the suspension has not posted, notify this headquarters at commercial (504) 678-8217, DSN 678-8217.

b. Prepare transfer IRR orders as required by references (b) and (d). File a copy of the orders along with this letter on the document side of Corporal Bledsoe's SRB.

ENCLOSURE (2)

MCO 1000.14

3 May 05

Subj: REQUEST FOR TRANSFER TO THE INDIVIDUAL READY RESERVE
(IRR) IN THE CASE OF CORPORAL BRIAN P. BLEDSOE
XXX XX XXXX/1371 USMC; A NATIONAL CALL TO SERVICE (NCS)
PROGRAM PARTICIPANT

c. Close out the SRB per Table 2-1, Part II, Rule 1 of reference (e).

d. Per Table 2-1, Part II, of reference (d), mail Corporal Bledsoe's health record (which includes both the medical and dental records) to the Department of Veterans Affairs, Service Medical Records Center (SMRC), P.O. Box 150950, St. Louis, MO 63115-8950 with a Transmittal Card ([NAVMC 941](#)) that includes grade, name, SSN and transfer date. Prepare a memorandum and place in Corporal Bledsoe's medical record identifying length of Reserve obligation, include a statement of the memorandum requesting that the health record be maintained.

4. As a member of the IRR you are not required to attend drills but you are required to keep the Commanding General, Marine Corps Mobilization Command (MOBCOM) informed of your current address, marital status, number of dependents, civilian occupation and physical standards. Additionally, you must ensure all uniforms are properly maintained in a serviceable condition. You are still subject to active duty recall and mandatory annual screening. If you have any questions concerning your status, you may write the Commanding General, MOBCOM, IRR Branch, 15303 Andrews Road, Kansas City, MO 64147-1207 or call toll free 1-800-255-5082.

5. If you relocate within reasonable commuting distance of an SMCR unit or IMA detachment, you will be issued orders instructing you to report to the identified Reserve command to resume participation and complete your twenty-four (24) month SelRes service obligation.

I. M. ACTIONO

By direction

Copy to:
Unit
Files

ENCLOSURE (2)

MCO 1000.14
3 May 05

Example Transition Order

COMMAND LETTER HEAD

1330/2
RAP

From: Commanding Officer, H&S Company, 2nd Tank Battalion
To: Corporal U.S. America 123 45 6789/0621 USMC

Subj: TRANSITION ORDERS FOR NATIONAL CALL TO SERVICE PROGRAM
PARTICIPANT IN THE CASE OF CORPORAL U.S. AMERICA XXX XX
XXXX/0621 USMC

Ref: (a) MCO 1130.53P
(b) MCO 1000.14

1. Per the references, effective 10 July 2004, you are assigned to H&S Company, 8th Tank Bn, 4th MARDIV, N&MCRTC located at 439 Paul Rd, Rochester, NY 14624. Upon reporting, you will be joined to RUC 21401 on T/O 4237H, Line # 104C, as a Radio Operator/0621.

2. Once you have been joined your Reserve unit, you will be authorized to perform up to 48 periods of Inactive Duty Training (drills) and between 14 to 28 days of Active Duty for Training, all of which you will be paid for. You will also be eligible for all applicable SMCR benefits.

3. Per the reference, your Selected Reserve service obligation will begin on the effective date of unit join and will terminate no earlier than 24 months from that date.

4. Travel to your Reserve unit will be at no expense to the government. Should you reside more than 50 miles from the Reserve Training Center, billeting will be available, at no cost to you, during drill weekends.

5. Prior to reporting, contact your Reserve unit representative, First Sergeant I.M. Marine, at (555) 734-9876 for additional information and assistance.

ENCLOSURE (3)

MCO 1000.14

3 May 05

6. The billet to which you have been assigned is reserved for no more than 30 days from the effective date of these orders. Failure to report as ordered may result in a forfeiture of National Call to Service benefits, recoupment of funds issued, and administrative separation.

7. You have indicated that your separation address and telephone number will be: 101 Freedom Hwy, Hometown, NY 11123, (555) 987-6543.

D. D. JOHNSON

By direction

RECEIVING ENDORSEMENT

1. I received these orders at _____ on _____ from _____.

2. I understand that the billet to which I have been assigned will be reserved for no more than 30 days from the effective date of these orders.

3. I understand that my assignment to _____ for a minimum of 24 months will fulfill the Selected Reserve service obligation of my enlistment under the National Call to Service program.

4. Failure to report as ordered may result in a forfeiture of National Call to Service benefits, recoupment of funds issued, and administrative separation.

(Signature of Marine)

ENCLOSURE (3)